

Important Changes to the New Canaan District CEU Attendance Record (Sign-in Sheet)

There are some important changes that will be effective immediately, but no later than January 1, 2011. Connecticut CEU Providers are *no longer required to collect a participant's social security number or the last four digits of a social security number, in order to award a CEU certificate/transcript for the successful completion of a professional development activity offered for CEUs.* For those participants who hold Connecticut certification, we must obtain a participant's ten-digit Educator Identification Number (EIN) in lieu of the social security number.

Where can I find my EIN number?

It is located on your certification certificate in lieu of your social security number. You can also locate the number on a CEU certificate that was recently issued this school year.

You may also go to the State Dept. of Education Certification Site at:

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2613&Q=322260>

Once you get to this site, click on "Create an Account" and follow the directions from that point. Once you create an account, it will bring you to your certification page, and on the top left corner you will see your EIN (Employee Identification Number) which will now be needed for CEU's.

How does this affect me?

Beginning January 1st, all CEU attendance sheets **in the district** will require you to identify *the last four digits of your EIN Number*. Only professional educator certification holders are required to earn CEUs.

Please take the time to locate your EIN number. If you attend a workshop or conference out of state, you will need to provide your entire ten digit EIN number in order to receive CEUs.

Thank you for your attention to this matter,
The Professional Development Team